

MONTANA CHEMICAL DEPENDENCY CENTER

POLICY AND PROCEDURE MANUAL

Policy Subject: Laundry	
Policy Number: ICP 12	Standards/Statutes: ARM 37.27.120.121
Effective Date: 01/01/02	Page 1 of 2

PURPOSE: To provide clean linens for patients and to supply them with facilities to launder their own personal clothing.

POLICY: Linens will be supplied and cleaned by a private contractor per a service agreement. Washers, dryers and laundry soap are available to patients at no cost to the individual.

PROCEDURE:

- I. Linens are supplied by the contractor and will be delivered to the facility two times per week.
 - A. On Monday and Thursday clean linens will be returned and soiled linens will be picked up to be cleaned.
 - B. It is the responsibility of the night staff to assure that soiled linens are brought to the first floor soiled linen room each night.
 - C. Soiled linens are to be placed in the plastic bag lined linen holders located on each floor. The plastic bags are transferred to the soiled linen area, replace with clean bags
 - D. Used mop heads are placed in plastic bags.
- II. It is the duty of the treatment specialist on each floor to assure linens have been checked and deposited in the soiled linen holders prior to each patients discharge.

Upon admission each patient is assigned a bedroll containing the following: 2 sheets, 1 pillow case, 1 mattress pad, 1 blanket, 1 bedspread, 1 towel, 1 washcloth.

- A. The night staff makes up bedrolls on the nights that laundry is delivered. By checking the number of admissions due for the week, an estimated number required is obtained.
- B. Some of the clean linens are to be retained for detox use.
- C. In the event of a contamination of linens with blood or body fluids the linens should be placed in a biohazard red bag before placing in the soiled laundry area.
- D. Follow universal precautions for cleaning blood and body fluids.
- E. Wear disposable gloves and assure that hands are washed thoroughly.
- F. Patients will be required to wash their own personal clothing and all linens assigned to them while they are in treatment.
- G. Laundry rooms with washers and dryers, irons and ironing boards are located on each floor.
- H. Laundry soap is available.
- I. It is each patient's responsibility to remove clothing from the machines when the washing or drying cycle ends so the machines are available for others to use.
- J. When machines are emptied each patient should wipe out the washing machine with a clean damp cloth and empty the lint trap of the dryer.
- K. It is an assigned patient task to clean the room on a daily basis.

Revisions: _____

Prepared By: Marilyn Holm	Support Services Supervisor	06/20/01
Name	Title	Date

Approved By: _____	06/27/01
David J. Peshek, Administrator	